Milton Town School District
Substitute Teacher Handbook

Terry Mazza
District Human Resources Office
42 Herrick Avenue
Milton, VT 05468
Phone: 802-893-5304

AESOP
Electronic Substitute System
Phone: 1-800-942-3767
Website: www.aesoponline.com
Dear Substitute Teacher:

Welcome to the Milton Town School District (MTSD)! Our district consists of the following grade levels: Milton Elementary School (Pre-K- grade 5), Milton Middle (grades 6-8) and High School (grades 9-12). Our students range from Pre-K to adult with over 1700 students and over 300 faculty and staff in the district.

We are happy to have you as part of our substitute staff. We appreciate your willingness and dedication in assisting us to provide a quality educational experience for our students in the absence of their regular teacher.

We have created this handbook to provide you with helpful information to make your substitute teaching experience both enjoyable and rewarding. The Substitute Teacher Handbook contains general information about substitute teaching in our district schools, as well as helpful hints, suggestions, and general expectations. You are encouraged to familiarize yourself with its contents before substituting at our schools. You are also invited to visit any of our schools to become better acquainted with the faculty and staff, building layout and operations of the schools.

If you have questions about a particular school that are not addressed in this handbook, please feel free to speak to the school administrator or school administrative assistants. They would be more than happy to assist you.

As a substitute teacher, you will benefit from the advanced preparation that is done by the teachers in the MTSD schools. You should find classrooms that have been organized for maximum student benefit, and you should find lesson plans that will help you make the day an effective educational experience for the students in your care.

We consider you a valuable member of our team. Our schools cannot function smoothly without the assistance and expertise of substitute teachers. Thank you for service to our district’s children and for helping us when we are in need. We hope your experience at our school(s) is both rewarding and enjoyable.

Sincerely,
Amy Rex
Superintendent of Schools
Table of Contents
Dear Substitute Teacher: ............................................................................................................. 2
Table of Contents ..................................................................................................................... 3
Directory of Assistance ........................................................................................................... 4
Answers to Your Questions ..................................................................................................... 5
How will I be notified when I am needed to sub? .................................................................. 5
What if I’m committed to sub and then can’t? ...................................................................... 5
When should I get to school? .................................................................................................... 5
What should I wear? ................................................................................................................ 5
Where do I park? ....................................................................................................................... 5
What do I do when I get there? ................................................................................................ 5
When may I leave? .................................................................................................................. 5
How do I get paid? ................................................................................................................... 5
Who Do I Call with Questions? .............................................................................................. 6
What if school is canceled the day I am scheduled to work? .................................................. 6
Substitute Feedback and Evaluation ...................................................................................... 6
For More Information about Our Schools ............................................................................. 6
Basic Management Strategies ............................................................................................... 6
Best Parcices to Encourage Expected Behavior .................................................................. 7
General Classroom Procedures To Address Unexpected Behaviors .................................... 7
What if I Need Help With Student Behaviors .................................................................... 7
Substitute Teacher Guidelines and Policy Summary ............................................................. 7
Emergency Plan and Emergency Commands ...................................................................... 7
Unlawful Harassment ............................................................................................................. 7
Non- Discrimination .............................................................................................................. 7
Political Freedom .................................................................................................................. 7
Corporal Punishment & Physical Restraint ........................................................................... 7
Confidentiality ......................................................................................................................... 7
Reporting Suspected Bullying or Harassment.................................................................... 8
Reporting Child Abuse/Neglect ............................................................................................ 8
Tobacco & Substance Abuse .................................................................................................. 8
Weapons and/or Fireworks .................................................................................................... 8
Accidents and Injuries ........................................................................................................... 8
Medications ............................................................................................................................ 9
Handling Bodily Fluids .......................................................................................................... 9
Communicable Disease ......................................................................................................... 10
Substitute Teacher Job Description ...................................................................................... 11
SUBSTITUTE ACKNOWLEDGEMENT ................................................................................. 13
Directory of Assistance

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>GRADES</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MES</td>
<td>PK-5</td>
<td>Shannon Pierce (Administrative Assistant) - 893-5630</td>
</tr>
<tr>
<td></td>
<td>Elem</td>
<td>Anissa Seguin (PreK-5 Principal) - 893-5641</td>
</tr>
<tr>
<td>MMS</td>
<td>6-8</td>
<td>Heather Longe (Administrative Assistant) - 893-5523</td>
</tr>
<tr>
<td></td>
<td>6-8</td>
<td>Megan Smith (Co-Principal) - 893-5530</td>
</tr>
<tr>
<td></td>
<td>6-8</td>
<td>Brandy Brown (Co-Principal) - 893-5504</td>
</tr>
<tr>
<td>MHS</td>
<td>9-12</td>
<td>Joanne Pfaff (Guidance Administrative Assistant) 893-5374</td>
</tr>
<tr>
<td></td>
<td>9-12</td>
<td>Patti Pixler (Administrative Assistant) 893-5462</td>
</tr>
<tr>
<td></td>
<td>9-12</td>
<td>Anne Blake and Mary Jane Stinson (Co-Principals) 893-5466 or 893-5646</td>
</tr>
</tbody>
</table>
Answers to Your Questions

How will I be notified when I am needed to sub?
Substitute calling is done by our online AESOP system. Occasionally you will receive a personal call from one of our administrative assistants.

What if I’m committed to sub and then can’t?
You should call back the school that you would have been assigned to. If you need to leave a message, please leave your name, and person you were assigned to. Please refer to the Directory of Assistance (above) for a list of phone numbers.

When should I get to school?

<table>
<thead>
<tr>
<th>School</th>
<th>Please arrive no later than...</th>
<th>Please plan to stay at least until...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milton Elementary School (PreK-5)</td>
<td>8:15 AM</td>
<td>3:30 PM</td>
</tr>
<tr>
<td>Milton Middle School (6-8)</td>
<td>7:10 AM</td>
<td>2:35 PM</td>
</tr>
<tr>
<td>Senior High School (9-12)</td>
<td>7:10 AM</td>
<td>2:35 PM</td>
</tr>
</tbody>
</table>

What should I wear?
Professional dress.

Where do I park?
There are no individually designated parking spots at our elementary and middle schools and parking is limited. When subbing, you should park in the designated faculty and staff parking areas. Please do not park within the designated Visitor’s spaces.

What do I do when I get there?
Check in at the main office.

When may I leave?
Once the students are gone and you have finished up in the classroom and done any assigned duty, you should check out at the office before leaving the building.

How do I get paid?
You must sign-in at the school offices on the Substitute Sign-In Sheets to verify you have worked and then the Payroll Officer will send the payroll information to the payroll department at the end of each two-week pay period. Our pay week runs from Monday through Sunday. You will be paid the Friday following the end of the two-week pay period. Your check will be mailed to your address on your W-4 form unless you tell the payroll office differently. To notify the payroll office of a new address, please call 891-8040.
Who Do I Call with Questions?
Please refer to the Directory of Assistance in your sub folder that lists several phone numbers that may be useful to you. If you are unsure who you need to speak with, please call 893-5304 and someone will properly direct your call.

What if school is canceled the day I am scheduled to work?
You do not report to work. Check the MTSD website: mtsd-vt.org. And listen to local TV and radio stations. WCAX and/or WPTZ. MTSD tries to inform the community by 5:30am.

Substitute Feedback and Evaluation
Your experience in the classroom is important to us and we welcome any feedback you can provide in AESOP.

For More Information about Our Schools
Visit our website at www.mtsd-vt.org

Best Practices to Encourage Expected Behavior
- Greet students at the door as they enter.
- Review your behavioral expectations for the class.
- Prior to speaking, prompt students to show whole body listening. Reinforce students who are actively listening
- Circulate around the classroom throughout the class.
- If you notice off-task behavior: stand by the student(s), use eye contact, provide private feedback, or ask student to move.
- Cue students (5 minute, then 2-minute warning) to start to wrap-up their work before each transition to a new task.

General classroom procedures to address unexpected behaviors
For behaviors that do not meet the expectations of the school, please follow the general steps outlined in the red binder. When providing feedback, please use this hierarchy:
- **Reinforce** the behavior of those who are meeting expectations.
- **Remind** all students of expected behavior.
- **Redirect** student(s) needing support. This may include having the student(s) move away from what is reinforcing the behavior.
- **Refer** to each school’s discipline guidelines on next steps, including the use of developmentally appropriate strategies. In the event you need immediate support, call the front office.

What if I Need Help With Student Behaviors?
**BEFORE you feel like the image below:**
- Reference the red binder for procedures & contact information
- Ask a Nearby Teacher for assistance.
- Call the Front Office Staff who will find someone to assist you, or
- Please ask for help!
- We are happy to give it.
**Substitute Teacher Guidelines and Policy Summary**

Although Substitutes are responsible for abiding by all Milton Town School District ("MTSD") policies and procedures and federal and state laws and regulations, we have included a brief summary of some of the MTSD policies and procedures of which you need to be particularly aware. If you have specific questions about these policies or other MTSD policies, please contact the school principal or district office at 802-893-5304.

**Emergency Plan and Emergency Commands**

See Red Binder

**Unlawful Harassment**

It is the policy of the District to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability. Harassment may also constitute a violation of Vermont’s Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

**Non-Discrimination**

MTSD policy prohibits discrimination based on disability, marital status, national origin, race, color, religion, age, sex or sexual orientation.

**Political Freedom**

The district shall in no way infringe upon individuals’ rights and freedoms of political involvement. However, employees and volunteers of the district must not misuse their position in the school to influence the academic process in the interest of their own political ambitions or those of a political group. Employees, volunteers and other citizens of the district will not engage in political activity on school premises during school hours.

**Corporal Punishment & Physical Restraint**

Physical Force is not an acceptable means of correction or communication and is against MTSD policy. Substitutes must never engage in physical restraint or corporal punishment

**Confidentiality**

You may not discuss any information about any student with anyone who does not work at school. Of those who work at school, you may only discuss information with those who “need to know” the information like the student’s teachers, special educator, school counselor, planning room staff, or principal.

- All information you observe or learn about a student is confidential.
- If anyone who is not “need to know” asks you for student information, say “due to confidentiality rules, I am unable to answer your question,” and direct them to speak to administration.
- Please never talk about school staff or students in the community or on social media.
- If you have concerns about a student, a class group, or general concerns please direct concerns to a building administrator.
**Reporting Suspected Bullying or Harassment**

If you observe bullying, harassing, or hazing behaviors and/or if a student or adult, tells you about conduct that may constitute bullying, harassment, and/or hazing you must **immediately** report it to a school counselor or administrator. All reports of bullying, harassment, and/or hazing will be accepted.

**Bullying** is conduct that occurs on school property, on a school bus, at school sponsored activity, on the way to/from school or school sponsored activity, or elsewhere when it harms the victim’s ability to learn and access education; & is intended to ridicule, humiliate or intimidate student; & is repeated over time.

**Harassment** is conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

**Hazing** means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the District; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. "Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds.

**Reporting Child Abuse/Neglect**

School employees including substitutes are mandated reporters. By working in the school, you are a mandated reporter. **If you learn about, or suspect a student is being harmed, hurt, or is in danger, please immediately speak to a school counselor, administrator or nurse since you are legally required to call DCF within 24 hours of your suspecting.**

- Sadly, students can feel unsafe physically, emotionally, or sexually at home and/or at school.
- Students may tell us directly or show us through their behavior that that they don’t feel safe. We may even see marks such as bruises that seem concerning.
- Please consult and make the call with a school counselor, administrator, or nurse: DCF at 800-649-5285.

**Tobacco & Substance Abuse**

Tobacco and/or Tobacco substitutes including electronic devises use is not permitted in any school building or on school grounds at any time. The possession uses or distribution of tobacco, alcohol or drugs in school or on school property is strictly prohibited. Any student violation should be reported to the principal.

**Weapons and/or Fireworks**

In conformance with federal and state law, possession of firearms, fireworks, or other weapons is strictly prohibited. Any student violation should be reported to the principal immediately.

**Accidents and Injuries**

In case of an accident, call for the nurse or school principal immediately. If fire is involved, pull the alarm. The principal and the nurse must be notified of all serious accidents and accident forms must be completed. When in doubt, notify the principal anyway.
If you become injured while working within our schools, no matter how slight, please be sure to notify the school nurse, administrative assistant or principal before leaving for the day. If you require medical treatment and/or are unable to work as a result of the injury, a **First Report of Injury** will need to be completed within 24 hours of the injury.

**Medications**

All student medications are kept in the Health Office and administered by a nurse or under the direction or authorization of the school nurse. Any student who brings medication to the classroom should be sent to the nurse. The daily plans left for you by the teacher should include names of students who receive medication and when they should go to the health office.

Students should be directed to refrain from taking or carrying medications on school premises except as authorized by a doctor, parent or the school nurse (i.e. epi-pen, insulin, inhaler, etc.). Substitutes are not permitted to administer prescription medications, pain medications or other over-the-counter medications to students except in emergency situations as directed and authorized by the school nurse (i.e. EpiPen injections, insulin, inhaler, etc.).

**Handling Bodily Fluids**

Universal Precautions should always be utilized when handling bodily fluids. Whenever possible, direct skin contact with body fluids should be avoided. Disposable gloves should be available in each medical kit and should be used when direct hand contact is anticipated. Dispose of used gloves in a plastic bag or lined trashcan. Wash hands thoroughly after any contact with bodily fluids and before contact with others. If blood or other potentially infectious materials have contact with broken skin, mucous membrane or by a bite or needle stick, wash or irrigate the area immediately and report to the school nurse. You will be asked to fill out a **First Report of Injury** and will be advised to seek immediate medical attention at no cost to you. Please see **Bloodborne Pathogens Safe Practices** below for additional information.

**BLOODBORNE PATHOGENS SAFE PRACTICES**

Do…
- Stress hand washing for yourself and students;
- Direct students in self-care as much as possible (i.e. holding bloody nose, pressure to cuts, etc…);
- Send students to the first aid station for anything more than minor clean-up or treatment (if in doubt, send);
- Remove clothing soiled with blood, vomit, urine or feces – soiled clothing goes into a plastic bag & is sent home;
- Call the custodian to clean messes involving blood, vomit, urine or feces – spray or cover messes using a disinfectant solution and paper towels;
- Have contaminated items or equipment properly cleaned before using;
- Wear approved disposable gloves whenever you must be in contact with bodily fluids or other potentially infectious substances (i.e. to pick up tissues, assist an injured bleeding person, handle a lost tooth, help change soiled clothing, help blow a nose or wipe a face, etc…);
➢ Treat all blood and body fluid as though it were infected with a blood borne pathogen (e.g. HIV, HBV, HCV) regardless of the perceived status of the source individual.

**Communicable Disease**

MTSD is committed to providing a safe environment for all employees and students. MTSD also recognizes and respects an individual’s right to confidentiality. If you are diagnosed with a contagious disease that may jeopardize the safety of our students and staff (or put them at risk of exposure), please notify the principal in a timely manner so that the district can implement the necessary safety precautions if deemed appropriate. Your identity shall remain confidential except as required by Department of Public Health regulations or as necessary to implement district procedures.
Substitute Teacher Job Description

Milton Town School District
Job Description

POSITION OBJECTIVES: To enable each child to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
• Reports to the building principal or school administrative assistant upon arrival at the school building.
• Reviews all plans and schedules to be followed during the teaching day.
• Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned.
• Teaches the lesson outlined and described in the Substitute Teacher Folder as prepared by the absent teacher.
• Consults as appropriate, with the building principal before initiating any teaching or other procedures not specified in the Substitute Teacher Folder.
• Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.
• Reports in AESOP, on the day's activities at the conclusion of each teaching day/period/block.
• Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.

SUPERVISION RECEIVED: Reports to the school principal.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

1. Education/Experience/Licenses. An individual must meet at least one of the following:
   A. Hold or be eligible to hold a valid teaching license in the state of Vermont or any other state.
   B. Hold or be eligible to hold a valid RN or LPN license, or other professional/technical license/certification issued by the state of Vermont.
   C. Hold or be eligible to hold an undergraduate degree from an accredited college.
   D. Relevant experience and/or training that demonstrate fitness for substitute teaching through alternative methods to A, B, and C (above) as approved by the Superintendent or his/her designee.
   E. Is a former or present participant in one of the pre-service teacher programs within the Milton Town School District who has demonstrated fitness for substitute teaching? Pre-service teacher programs shall include the student teaching or post-baccalaureate programs, internships, apprenticeships, and other teacher training programs.

      i. Unless the individual meets the qualifications listed under A, B or C above, former pre-service teachers shall be limited to substitute teaching within the same school or department in which training was received.

      ii. Present pre-service teachers shall be limited to substitute teaching within the same school or department in which they are receiving their training upon written certification by the Principal attesting to the individual's fitness for substitute teaching using the established.
2. **Language Skills.** Ability to read and interpret documents such as lesson plans, safety rules, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions from groups of students. Ability to speak effectively before the school principal and other employees of organization.

3. **Computer Skills and Experience.** Knowledge and experience with word processing, spreadsheet and data base programs desirable.

4. **Reasoning Ability/Mental Requirements.** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

5. **Communication & Interpersonal Skills.** Ability to communicate courteously, effectively, and respectfully with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with students, peers, supervisors, parents, and outside agencies.

6. **Satisfactory Criminal Background and reference checks**

**PHYSICAL EFFORT AND STRESS.** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds.

**WORKING CONDITIONS:** While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and extreme cold. The noise level in the work environment is usually moderate. This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
SUBSTITUTE ACKNOWLEDGEMENT

Every substitute teacher is expected to review the MTSD Substitute Teacher Basic Orientation. The orientation can be viewed at the MTSD district office or each building’s main office. After the orientation has been reviewed, this form needs to be signed and returned to the MTSD district office.

I, ________________________________
(please print first and last name)

I understand that my employment within the MTSD district is "at will", which means I can terminate the employment relationship at any time for any reason, or no reason at all, without notice. Likewise, I understand the Superintendent or his/her designee reserves the right to add or remove my name from our substitute list at his/her discretion at any time for any reason, or for no reason at all, without notice. I further understand that the Superintendent or designee also reserves the right to limit my assignment/placement as s/he deems appropriate.

I also understand that the decisions made by the Superintendent on these matters shall be final and are not subject the MTSD Complaint policy or procedure.

My signature below indicates that I have read this basic orientation to substitute teaching, agree to comply with the guidelines herein, and will ask the school based administrative assistant for more details specific to a school.

Reviewed and agreed to by: ______________________________ Date: __________________
(Substitute’s Signature)