

# FRANKLIN PUBLIC SCHOOLS

# SUBSTITUTE TEACHER GUIDE



## Our Vision Statement

*The Franklin Public Schools will foster within its students the knowledge and skills to find and achieve satisfaction in life as productive global citizens.*

Dear Substitute Teacher,

I would like to welcome you to the Franklin Public Schools. The work of our substitute teachers is an essential function to the smooth operation of our programs and we value your contribution. This handbook is designed to provide you with an overview of our school system. It contains information that will be important to your teaching role and outlines the administrative requirements to provide follow up communications with the absent teacher. While all of our schools embrace our commitment to the academic success of each student, each building has its own distinguishing and unique characteristics of operation. Therefore, it is important that you rely on the building principal to guide you in the best ways to contribute to the instruction and classroom requirements to meet your teaching role.

There are over 500 teachers who are responsible for the approximate 6000 students who come to our schools daily. While our teachers have an excellent attendance record, it is inevitable that illness, family obligations, and professional development activities will, on occasion, require their missing days of school. Without the support and dedication of our substitute teachers, our educational program would be greatly hampered.

We have placed the care of our students in your hands. It is an important role that you fill. Please let principals or other administrators know if there is anything we can do to help you better serve our students.

This handbook is laid out in an alphabetical order with some helpful tips towards the end that I hope will provide you with answers to some common questions and be of assistance to you in your work. Once again, our building administrators are most able to assist you with answers to more specific questions.

Sincerely,

*Sara E. Ahern*

Sara E. Ahern, Ed. D.  
Superintendent of Schools

## TABLE OF CONTENTS

Accidents .....	1
Assemblies .....	1
Attendance .....	1
Audio-Visual Aids, Guest Speakers and T.V. ....	2
Building Security .....	2
Child Abuse and Neglect .....	2
Child Custody .....	2
Confidentiality .....	2
Daily Schedule .....	3
Map of School Locations .....	5
Discipline .....	6
Dismissals .....	6
Dress .....	6
Drug and Alcohol Policy .....	6
End of the Day Report .....	7
Field Trips .....	7
Fire and Indoor Safety Drills .....	7
Handbooks .....	8
Harassment.....	8
Leaving the Classroom .....	9
Lunch .....	9
Medications.....	9
Pay .....	10
Substitute Teacher Conduct .....	11
System Organization.....	11
Internet Acceptable Use Policy.....	11
Routine of the Day.....	15
Telephone Numbers.....	18

## APPENDIX

End of the Day Report .....	i
Check List for Substitute Teachers.....	ii
Acknowledgement Form.....	iii

## **Accidents**

If a student has an accident, he/she should be escorted to the office to seek medical attention. The substitute should contact the office through the phone system or should arrange with a neighboring teacher to watch the class while the substitute escorts the student.

If a student becomes ill and needs to visit with the nurse, the Substitute should complete a Health Room Referral Form, which is located in the teacher's desk. Bring this form with you when you accompany the child to the nurse's office. Do not send seriously ill students for help unattended. Again, request assistance from a neighboring teacher to assist you and watch your classroom.

If the substitute teacher has an accident, you must complete a worker's compensation form, which can be obtained from the building principal. Please remember if you must go to a Doctor or Emergency Room, you need to report this incident as a worker's compensation claim. A formal report of the accident and any initial diagnosis must be submitted to Human Resources within 24 hours.

## **Assemblies**

Substitute Teachers are to accompany their classes to each assembly, unless excused, and are to supervise assembly behavior. All teachers are expected to sit with their class.

## **Attendance**

**An accurate attendance must be taken in each homeroom during the opening exercises each morning.** Substitute Teachers will need to list absentees and report that information in accordance with the building procedures each morning. In most cases, any student, who arrives after the bell signaling the start of school, must report to the office to obtain a tardy slip, but be sure to check the specific procedures established by the building principal at each of your assignments.

## **Audio-Visual Aids, Guest Speakers and Television**

The principal must approve any video, guest speaker, or television viewing, shown to the students that are not prescribed by the teacher, in advance.

## **Building Security**

All doors are locked throughout the school day so do not leave doors to the exterior of the building unlocked or propped open. No one is to be admitted to the building from any side door entrances. All strangers need to be instructed to enter the building through the front door and sign in at the main office.

## **Child Abuse and Neglect**

Any teacher including substitute teachers in the Franklin Public Schools, who have reason to believe that a child is suffering from abuse or neglect, are morally and legally required to report these concerns to the principal of the school.

## **Child Custody**

Each school assumes that a parent/guardian has legal custody of a child unless the school principal is provided with legal documentation indicating other circumstances.

Dismissal of a child to an individual other than a parent or guardian, or another previously authorized individual, will not be permitted unless a written notice of permission is provided by a parent or by a guardian having legal custody. If a parent/guardian comes to your classroom, please check with the building principal before releasing any student. All early dismissals must be coordinated through the building office to ensure appropriate protection is in place.

## **Confidentiality**

During your service as a substitute teacher, you will access confidential information concerning students. To protect the confidentiality of student

records, any data concerning student records, class work, behavior, home environment, inclusion in a free and reduced lunch program, enrollment in special education programs, or other details about individual students must not be discussed outside the classroom and never with anyone outside the building.

Because you may be asked to substitute in a number of classrooms and a variety of schools, you must refrain from comparisons of these assignments. Teaching assignments vary from teacher to teacher and any comparison would be unfair to the staff involved.

Should you have concerns, these should be discussed with the building principal. Failure to abide by student confidentiality will result in termination as a substitute teacher.

### **Daily Schedule**

The following schedule is observed at each of the school levels:

<b>School</b>	<b>Buses Arrive</b>	<b>School Starts</b>	<b>School Ends</b>	<b>Buses Depart</b>
Annie Sullivan Middle School	7:10	7:20	1:55	2:05
Horace Mann Middle School	7:10	7:20	2:00	2:10
Remington Middle School	7:10	7:20	1:55	2:05
Franklin High School	7:25	7:35	2:10	2:20
All Elementary Schools	8:20	8:30	2:45	2:55

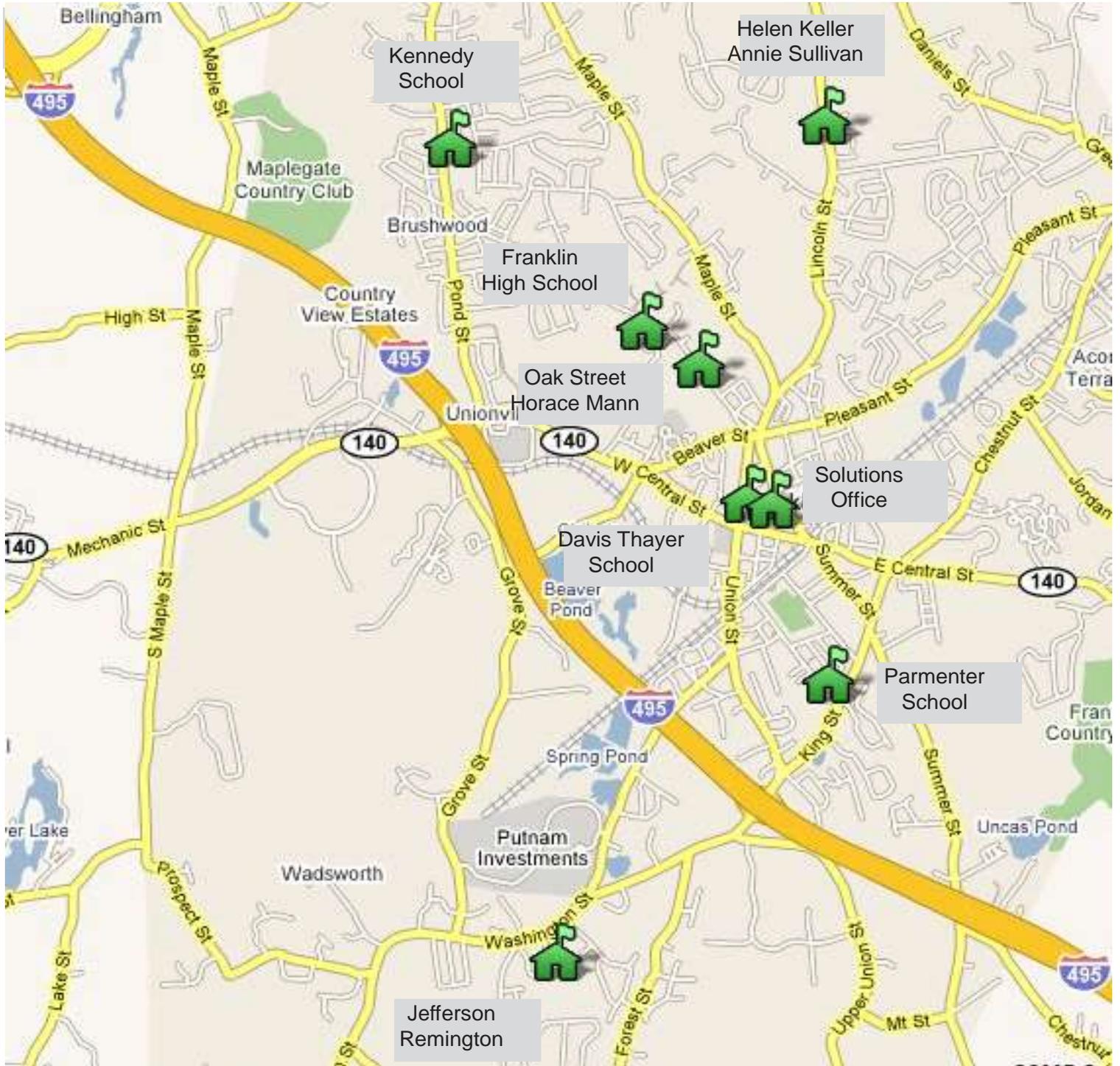
### **Early Release Times**

Annie Sullivan Middle School 10:45  
Horace Mann Middle School 10:50  
Remington Middle School 10:45  
Franklin High School 10:55  
All Elementary Schools

You must be on duty and prepared to begin the day when the students arrive and may leave after the students are dismissed. **Plan on getting to your assignment early so that you will have time to review and acquaint yourself with the classroom location, lesson plans and any room management issues.** When you arrive, please go to the main office and notify the Principal of your arrival. At the office, inquire if the teacher has a mailbox so you can check for notes, notices to be distributed, and other relevant information.

Inquire if the regular classroom teacher has left plans for the substitute, which you will need to review before the day's activities begin. Check to determine classroom responsibilities and other assigned duties. A teacher schedule of all these responsibilities will be kept in the lesson plan book. Whether in the plan book or substitute's folder please adhere to the teacher's plans as closely as possible. Some teachers provide preferred plans and suggestions.

## Directions/School Locations



Davis Thayer School	137 West Central Street
Franklin High School	218 Oak Street
Helen Keller School/Annie Sullivan Middle School	500 Lincoln Street
Jefferson School/Remington Middle School	628 Washington Street
Kennedy School	551 Pond Street
Oak Street School/Horace Mann Middle School	224 Oak Street
Parmenter School	235 Wachusett Street

## **Discipline**

The Franklin Public Schools is committed to promoting a climate of mutual respect and trust. Students are expected to behave appropriately while at the school. Each classroom has established and communicated its expectations of student behavior which is reinforced through orderly routines and awareness of classroom rules. Occasionally, disciplinary incidents may arise that require outside assistance. The building principal and/or administration are ready to help you any time that you request assistance.

## **Dismissals**

Written requests for early dismissal should be forwarded to the office. At no time should a substitute determine or allow a student to leave school grounds during school hours. All dismissals must be authorized by the Principal and students must depart from the main office when dismissed.

## **Dress**

Please review the student dress code developed by the School Committee. Students are expected to dress in a manner appropriate to the learning environment. If there is a concern about the attire of any student, please refer these concerns to the attention of the school administration.

Substitute teachers are expected to dress in a manner that reflects their professional status and conveys to students their role in the classroom. Appropriate attire may even enhance your ability to manage students. As a general rule, jeans, t-shirts, flip-flops and other casual clothing should not be worn in the classroom. Please review the student dress code guidelines to insure that you respect the dress code policy and enforce this student policy.

## **Drug and Alcohol Policy**

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol and tobacco products, is prohibited in the Franklin Public Schools. Employees found in violation of this prohibition will be subject to discipline up to and including termination.

## **End of the Day Report**

**At the end of the school day, a substitute report form must be completed and left in the school office.** Both the Principal and the regular classroom teacher should be able to review the progress and note the activities that took place when the Substitute Teacher was present. The success of the instructional lessons should be noted as well as the identification of any student who had difficulty with the material presented. You should also report on the attitude and behavior of students. This information will be of great assistance to the teacher and school administration. A sample substitute teacher report is attached to this handbook.

## **Field Trips**

All students must provide a written parental slip in order to be eligible for a field trip. Make sure that all previously collected forms are located. If you do go on a field trip with the students, make sure you bring an attendance roster for arrival and departure. Discuss the procedures for attendance, departure and the return as well as bus etiquette, if appropriate.

## **Fire and In-door Safety Drills**

In the event of a fire drill, proceed with your class of students to the **EXIT** described in the posting located in each classroom. When you leave the building, bring an attendance roster and conduct a roll call to confirm the whereabouts of each student in your charge. Do not allow any students to reenter the building until instructed to do so by administration.

The principal will use the intercom to announce an in-door safety drill. You will lock your classroom and keep it secure until given additional directions. Specific instructions for each school are available at the building level. At the elementary level, teacher partners have been identified to assist each other in the event of an emergency.

## **Handbooks**

There are Student and Faculty handbooks available in each school. These documents will provide you with detailed information about the policies and procedures of the school. Since this document reflects the guiding principles underlying the operations of the school, it is to your advantage to become familiar with the contents.

## **Harassment**

The Franklin Public Schools is committed to providing faculty, staff, and students with learning and working environment that is free from harassment and bullying (verbal and/or physical) based on gender, race, religion, national origin, ethnic background, color, age, sexual orientation, or disability. The goal is to maintain a school climate that is supportive, respectful of all school community members, and conducive to learning.

It is a violation of this policy for any teacher, pupil, and visitor to the school, administrator, or other school personnel to harass, in any way on school grounds or during school activities, any person associated with the system.

**It is the responsibility of all members of the school community to treat each other respectfully.** Therefore, all members of the school community are expected to become familiar with the harassment policy of the Franklin Public School and to report incidents of harassment to school authorities.

Any student, staff member, or visitor to our community who believes that s/he has been the victim of harassment (as defined above) by a teacher, pupil, visitor, administrator or other personnel of the Franklin Public Schools should report the incident as soon as possible. Those who have knowledge of any harassment must report an incident immediately.

A harassment complaint may be made to the principal, Human Resources, Director, a teacher, counselor or any school personnel with whom the complainant feels comfortable. All complaints will be taken seriously.

It is against the law to retaliate against an individual filing a complaint. Appropriate discipline will occur against any individual or party if any such action occurs.

## **Leaving the Classroom**

During the course of the day students may need to leave the room for various reasons, i.e., to visit the nurse, for lavatory use, etc. Please follow the procedures established in each of our schools and use discretion in granting student requests. It is important to monitor carefully the number of students with permission to leave the classroom. Substitute teachers need to know where students are at all times.

Each school has specific procedures for student dismissal and teacher responsibilities at the end of the school day. Please make sure you find out the dismissal procedures of your assigned school and specific student pick up locations. There is no bus transportation provided to general education students. Only certain special needs students receive transportation. It is the responsibility of the substitute teacher to find out the rules and procedures for student arrival and dismissal at each building.

In the elementary schools, a schedule of all student specialist activities will be kept in the lesson plan book. Please be very punctual when bringing and picking up the class for lunch, recess, and supervisors. Students must be quiet and orderly prior to leaving the classroom and in the hallway so they do not disturb other classroom activities and instruction.

**Never leave students without supervision in the classroom.** If there is an emergency, arrange to have a neighboring teacher or colleague supervise the class during your absence.

## **Lunch**

Your schedule will indicate your lunch period. Faculty members who bring their own lunch usually eat in the faculty room. You may purchase a hot lunch in the cafeteria.

## **Medications**

Whenever possible, medications should be given at home with every effort made to avoid administration during school hours. A parent or guardian

must bring the medication to the school nurse's office. **Students should not be in possession of any medications.** This includes aspirin, Tylenol and cough preparations (drops, lozenges, cough medications) as well as prescription drugs.

The School Health Department does not provide aspirin, Tylenol, cough medicine or other over the counter products. These will not be administered without a doctor's order.

**Students with asthma may be allowed to carry their emergency inhaler with them provided:**

- a. the prescription label is on the canister
- b. the physician/parent (guardian) form is signed and on file with the nurse indicating the doctor feels that the medical situation and the child's knowledge of his/her medical needs warrants the carrying of the medication

Under no circumstances is a substitute teacher allowed to administer any medications.

## **Pay**

Substitute teachers who are employed on a daily basis will receive \$80 per day. If licensed \$100 per day. Time sheets must be completed and turned into the school office. Substitute teachers are paid bi-weekly on Thursday. Checks will be direct deposited. Questions related to pay issues should be addressed to the payroll department at 508-553-4829.

## **Smoking Policy**

Consistent with the language and intent of Chapter 71 of the Acts of 1993, the Franklin Public Schools prohibits the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by an individual, including school personnel.

## **Substitute Teacher Conduct**

Substitute teachers are expected to abide by and maintain standards of acceptable and appropriate conduct with regard to students. Teacher behavior is a model for student behavior. While interacting with students, a substitute should not raise his/her voice or yell and must never use profanity or touch or strike a youngster, regardless of the provocation.

## **System Organization**

It is important to observe the chain of command when working in a school system. The principal of each school should serve to answer most questions that you may have. Principals are closest to issues that may arise at the school level. If the principal is not able to answer your questions, he/she may refer you to other system personnel.

## **Internet Acceptable Use Policy**

Internet access is available to students in the Franklin Public Schools. The Internet offers vast, diverse and unique resources to both teachers and students. Our goal in providing this service is to promote educational excellence in the Franklin School System by facilitating resource sharing, innovation and communication. The Internet is an electronic highway connecting thousands of computers and millions of subscribers all over the world. The smooth operation of the network is dependent on its users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire.

### **Terms and conditions:**

1. **Acceptable Use** – Access to the district’s internet must be the purpose of education or research and must be consistent with the educational objectives of the district.
2. **Privileges** – The use of the district’s internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Technology Director, in conjunction with the appropriate building

administrator, will make all decisions regarding whether or not a user has violated this policy and may deny, revoke, or suspend access at any time.

3. **Unacceptable Use** – You are responsible for your actions and activities involving the network. Some examples of unacceptable use are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of any U.S. or state regulation;
- b. Downloading software without authorization by the supervisor (teacher) regardless of whether it is copyrighted or devirused.
- c. Downloading copyrighted materials for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Gaining unauthorized access to resources or entities;
- g. Invading the privacy of individuals;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, ethnically offensive, harassing, or illegal material;
- m. Using the network while access privileges are suspended or revoked;
- n. Plagiarism of any type.

4. **Network Etiquette** – You are expected to abide by the generally accepted rules of network etiquette. These rules include but are not limited to the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any inappropriate language.
- c. Do not reveal your full name, personal address or telephone number or those of students or colleagues (Use only your first name.)
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

- e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
  - g. Include your name and school at the bottom of e-mail but **never** give your home address or phone number.
  - h. Use all capitals only to highlight a word. If you use them for an entire message, people will think you are shouting.
5. **Security** - Network security is a high priority. Keep your account and password confidential. Do not use another individual's account. Attempts to log-on to someone else's account or as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
6. **Vandalism** – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
7. **Telephone and Credit Card Charges** – Franklin Public Schools assumes no responsibility for any unauthorized charges for fees, including credit card charges, telephone charges, long distance charges, per-minute surcharges, and/or equipment or line costs. Beware of any “free” offers. There is usually a hidden charge.
8. **Viruses** – Users are responsible for checking their own disks and downloaded materials for possible viruses. Franklin Public Schools assumes no responsibility for any damages caused by viruses which may or may not have been acquired on school computers.
9. **Inspection** – The equipment and access to the internet remains the property and responsibility of the Franklin Public Schools which offers it to students for their convenience and educational use. The district reserves the right to limit use or inspect the contents of the files. All users are advised that they have no expectation of privacy in the information contained in school owned or leased machines.

## **Staying within Boundaries**

**Don't be afraid to correct inappropriate behavior.** Remind students of the limits of your relationship as an educator. Reaffirm the helping nature of the relationship. Make a plan for getting the student appropriate help. Immediately report any incidents of behavior or comments by students that might be misinterpreted later; don't let situations escalate.

**Be friendly, not a friend.** Conversations with students should be warm and caring and provide support for their learning and growth. Relationships should be centered on school events and activities. Student-teacher conduct should be appropriate and understood by the general population – not laced with “inside” references. A list of student names is provided. Students should not be addressed as “honey”, “sweetie”, “babe”, etc. Do not make up nicknames, their correct name should be used.

The classroom door should remain open during the day, when class is in session. The classroom lights should remain on at all times. No conversation should take place with a child that speaks about inappropriate subjects, is suggestive in any way or uses unacceptable language. Never be alone with a child. Never hold a child on their lap, hug a child or single out individual children during classroom time. Do not touch students in a manner that a reasonable person could interpret as inappropriate. Do not make sexual jokes or share sexually oriented material with students.

**Social Media.** There is no reason to communicate with students via social media. All correspondence with students/families should be through school sanctioned modes of communication. We do not become face book “friends” with students.

## **Routine of the Day**

### **At the beginning of the school day, the substitute teacher shall:**

- Report to the office and meet with the appropriate administrator for orientation to school policies and procedures such as attendance, discipline, class schedules and lesson plans
- Report to the nurse's office to check on medical issues of students in class(es) to which you are assigned
- Ask about the building's Emergency Plan
- Familiarize him/herself with the school layout, classroom procedures and the emergency exit route from the assigned classroom(s)

### **In the classroom, the substitute teacher shall:**

- Assume all duties of the regular classroom teacher promptly and in accordance with school rules. This may include bus, lunchroom, playground, hall duty or other duties assigned by the building principal
- Follow the instructions left by the teacher or alert the administrator if there are no plans to follow
- Check to ensure that there are sufficient supplies in the classroom to carry out lesson plans
- Maintain normal classroom routines and discipline procedures
- Spend the entire assignment working with and for the students. No personal work of any kind should be done. The substitute teacher is expected to carry out the instructions of the regular teacher, including grading daily papers and leaving a summary of work covered
- Remain in the classroom if a student teacher or intern is teaching
- Maintain a positive learning atmosphere in the classroom. Disruptive student conduct in class is not acceptable. If serious student behavior problems occur, assistance should be sought from a neighboring teacher or a building administrator

**The substitute teacher shall inform the principal or department head in cases of:**

- Personal injury to students or staff
- Serious illness of any student
- Damage to school property
- Serious discipline problems or infractions of school rules

**It is not the substitute teacher's responsibility to:**

- Grant permission for a student to leave school before the regular dismissal time
- Detain a student after dismissal time
- Communicate information about a student or staff member with anyone but the building principal or department head

**At the close of the school day, the substitute teacher shall:**

- Leave the classroom as neat as possible with things approximately in the same place where they were found
- Be sure all windows and doors are locked. If the school has issued a key, be sure to return it to the school office prior to leaving the building
- Leave the teacher a report about how the day went; work that was completed and work that was not
- Check out at the school office

**Under no circumstances shall the substitute teacher:**

- Release a student from his/her jurisdiction during school hours without permission from the school office
- Use corporal punishment. It is recommended that substitute teachers not touch students at all

- Leave money or valuables in the classroom
- Criticize the teacher about her/his materials or methods
- Leave students unsupervised at any time during the day
- Make comments about any student, teacher, administrator or parent that will reflect negatively upon that person or upon the teaching profession. Observations made and conversations held during the school day should be considered confidential and discussed only with the school principal or department head
- Review school records without the permission of the principal. Records are legally designated as confidential and should be treated as such at all times

### **What the substitute teacher can do for the regular classroom teacher:**

- Follow the lesson plans. Do not allow the students to have a free day
- Leave detailed notes about which students were helpful, disciplined, etc.
- Correct work completed by students during the day (when appropriate)
- Keep the students from opening the teacher's desk or files
- Be consistent with existing classroom procedures
- Keep accurate attendance reports
- Leave student work in organized piles/files/folders for the teacher
- Monitor classroom supplies
- Leave the room neat and orderly
- Leave a note for the teacher stating something positive about his/her class

**Principals/Assistant Principals**

Franklin High School	Paul Peri Bill Klements Maria Weber Ryan Augusta	508-613-1400
Horace Mann Middle School	Rebecca Motte Craig Williams	508-541-6230
Remington Middle School	Paul Duprey Danielle Champagne	508-541-2130
Annie Sullivan Middle School	Lizzie Morrison Michael Procaccini	508-553-0322
Oak Street Elementary School	Brad Hendrixson Donna Krikorian	508-541-7890
Kennedy Elementary School	Linda Ashley Sarravy Connolly	508-541-5260
Keller Elementary School	Eric Stark Jesse Craddock	508-553-0322
Jefferson Elementary School	Sarah Klim Kim Booth	508-541-2140
Davis-Thayer Elementary School	Stefani Wasik Elizabeth Murray	508-541-5263
Parmenter Elementary School	Shannon Barca Tanya Lamoureux	508-541-5281
Early Childhood Dev Center	Kelty Kelley	508-541-8166

**Central Office Numbers**

Superintendent's Office	508-553-4819
Human Resources Office	508-553-4840
Payroll Office	508-553-4829

**SUBSTITUTE TEACHER  
End of the Day REPORT**

*To be turned into the school office at the end of the day  
This form will be routed to the classroom teacher.*

Substitute: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Grade: \_\_\_\_\_

Substituted for: \_\_\_\_\_ School: \_\_\_\_\_

Were you able to complete the teacher's lesson plans? If not, why?

Did you have any concerns/commendations regarding student behavior?

Messages for the permanent teacher:

I also taught:

# CHECK LIST

## **At home:**

- \_\_\_ Dress should be neat, clean and appropriate for the teaching assignment.
- \_\_\_ Enter the school enthusiastic and serious about your role.
- \_\_\_ If possible, arrive at the school at least 20 minutes prior to the beginning of school.

## **Prior to entering the class:**

- \_\_\_ Report to the principal or the office to let them know you are there.
- \_\_\_ Ask about student passes, discipline procedures, and special events.
- \_\_\_ Ask if there will be any special duties associated with the regular teacher's assignment.
- \_\_\_ Find out how to refer a student to the office.
- \_\_\_ Look for fire alarm and know drill instructions posted in each classroom.
- \_\_\_ See if any child has medical problems.
- \_\_\_ Obtain any keys which might be necessary.
- \_\_\_ Find out how to report absences and tardiness.
- \_\_\_ Find the locations of restrooms and teacher's lounge.
- \_\_\_ Ask the names of the teachers on both sides of your classroom and if possible, introduce yourself to them.
- \_\_\_ In most cases, the principal will have a folder on hand for the Substitute Teacher that explains important building information and procedures.

## **In the classroom:**

- \_\_\_ Enter the classroom with confidence, the first impression can take you a long way.
- \_\_\_ Write your name on the board and introduce yourself.
- \_\_\_ Follow lesson plans as closely as possible.
- \_\_\_ If money is to be collected, record the amount, the name of the pupil, and the purpose for the collection on a sheet to be turned into the office.
- \_\_\_ Check to see if all the books, handouts and paper are close at hand or in the classroom.
- \_\_\_ Check seating chart.

## **End of day:**

- \_\_\_ Remind students of homework.
- \_\_\_ Have students clean their desks and the area around their desk.
- \_\_\_ Leave desk, books, and room in good order.
- \_\_\_ Return any keys.
- \_\_\_ Turn in any monies collected.
- \_\_\_ Fill out the Substitute Teacher Report and turn in with other materials.

## **UNDERSTANDING BY EMPLOYEE (SUBSTITUTE)**

I understand that the information in the *Franklin Public Schools* Substitute Handbook represents guidelines only and that the *Town of Franklin* and/or *Franklin Public Schools* reserves the right:

1. To modify this handbook; and
2. To amend or terminate any policies, procedures, or employee benefit programs whether or not described in this handbook at any time, unless provided by contract, collective bargaining agreement, or statute.

I also understand that any changes made by the *Town of Franklin* and/or *Franklin Public Schools* with respect to its policies, procedures, or programs can supersede, modify, or eliminate any of the policies, procedures, or programs outlined in this handbook, except as provided by contract, collective bargaining agreement, or statute. I accept responsibility for familiarizing myself with the information in this handbook and will seek verification or clarification of its terms or guidance where necessary.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document and nothing in the handbook creates an express or implied contract of employment, nor a guarantee of employment for any specific duration between *Franklin Public Schools* and me, and that I should not view it as such. I understand that I should consult my supervisor or the Human Resources Director if I have any questions that are not answered in this handbook.

I also understand that no administrator or representative of *Franklin Public Schools*, other than the Superintendent, has any authority to enter into any agreement guaranteeing employment for any specified period of time. I understand that any such agreement, if made, shall not be enforceable unless it is a formal written agreement signed by both the previously mentioned *Franklin Public Schools* representative and me. I hereby acknowledge that I have read and understand the contents of the *Franklin Public Schools* Substitute Handbook. I understand that I am expected to be familiar with, and adhere to the policies contained herein, and all *Franklin Public Schools*' policies.

## ACKNOWLEDGMENT

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date